

CLIENT PROFILE

Private & Confidential

Your Names:

Your Financial Adviser:

Date of Initial Meeting:

FSG Version Provided:

Privacy Statement

At Boston Reed Pty Ltd (AFSL 225738) we are committed to protecting your privacy. We use the information you provide for Financial Planning work i.e. when we advise you about your financial affairs, we ask you for the information we need to understand your financial situation, needs and objectives. Unless detailed in our FSG, we may provide the information that you provide us to paraplanning services who are based in Australia to facilitate the production of advice documents. We may also provide the information you provide to insurers or intermediaries whom we ask to quote for your insurances and to enable them to decide whether to offer you insurance and if so, on what terms. If you do not pay our fees within our credit terms, we may provide your information to Veda at www.veda.com.au who acts as a credit reporting body.

We do not trade, rent or sell your information or disclose it to overseas recipients other than as disclosed in this Privacy Statement. If a recipient is not regulated by laws which protect your information in a way that is similar to the Privacy Act, we will seek your consent before disclosing your information to them.

From time to time, we will use your contact details to send you offers, updates, events, articles, newsletters or other information about products and services that we believe will be of interest to you. We may also send you regular updates by email or by post. We will always give you the option of electing not to receive these communications and you can unsubscribe at any time by notifying us that you wish to do so.

If you don't provide us with full information, we can't advise you on the appropriate financial strategies and/or insurance recommendations for you. For more information about how to access the information we hold about you, how to have it corrected and how to complain if you think we have breached the privacy law, ask us for a copy of our Privacy Policy by contacting us on 03 9707 0154

Why is it important for you to see a financial adviser today?

Discuss and determine the areas of advice that are important for your clients and the timeframe to address this with your clients.

SUPERANNUATION:

	Yes	Now	Later
• Review current superannuation investments			
• Search for lost superannuation			
• Save tax by salary sacrificing to super			
• Contribute to super to grow wealth for retirement			
• Access the government's superannuation contribution			
• Contribute a lump sum to superannuation			
• Establish a Self-Managed Superannuation Fund			
• Assistance with the investment strategy for my SMSF			
• Make a beneficiary nomination			
WEALTH ACCUMULATION:			
• Review existing investments			
• Provide for the education of my children			
• Purchasing an investment property			
• Ease of managing my investments			
• Ethical or social investment			
• Advice regarding a redundancy			
• What to do with an inheritance			
• Access to emergency funds in short notice			
• Transparency in individual tax management			

	Yes	3 Now	Later
WEALTH PROTECTION:			
• Protect my family & assets from the unknown			
• Ensure that I continue to receive an income if I am unable to work due to ill health			
• It is important to provide for my children and assist them financially			
TAX PLANNING:			
• I feel that I am paying too much tax			
• Assistance in accumulating wealth in a tax effective manner			
PRE-RETIREMENT:			
• Ensure I have an adequate income for retirement			
• Reduce tax and maximise the funds available for retirement			
• Receive a potential tax-free income stream when I retire			
ESTATE PLANNING:			
• Provide an inheritance for my dependants			
• Ensure that my estate ends up in the hands of my preferred beneficiaries			
CASH FLOW MANAGEMENT:			
• Saving for your first home			
• Provide for planned expenditure - holiday/new car/renovatio			
• Financial coaching - how to budget, save and invest			
• Reduce my debts (mortgage, credit card, personal loans)			
SOCIAL SECURITY & AGED CARE:			
• Review and understand my Centrelink entitlements			
• Maximise my pension payment			
• Understand my options for aged care			

Notes:

Personal Details

About You and Your Partner

	You	Your partner
Title		
Family Name		
Given Name		
Preferred Name		
Date of Birth		
Your age now		
Marital status		

Children and dependents

	Date of Birth	Dependent
Name		No / Yes until age
Name		No / Yes until age
Name		No / Yes until age
Name		No / Yes until age

Contact details

	You	Your Partner
Home Address (Suburb and Postcode)		
Date moved in		
Mailing address (if different to above)		
If less than 3 years please provide Previous address and dates		
Home Phone		
Work Phone		
Mobile		
Email		
Preferred Contact	Work	Mobile
	Home	Email

Employment Details

	You	Your partner
Occupation		
Qualifications		
Employment status (fulltime, self-employed)		
If Self Employed (partnership, company)		
Employer		
Date joined the employer		
Prior employment if less than 3 months (dates, employer, role, income)		
Expected retirement date		
Will you leave your employment soon?		
If yes, when will you finish?		
What is the reason you are leaving? (resignation, etc.)		
Do you intend to return to employment? If so, when?		

Income Details

	You	Your partner
Gross Salary / Income		
Bonus / Commissions		
Interest		
Dividends		
Investment Property Income		
Other Income		
Centrelink		
TOTAL Income	\$	\$

Packaged Items

	You		Your partner	
	Available through employer?	Details gross \$ value or %	Available through employer?	Details gross \$ value or %
Employer's super contribution rate	NA		NA	
Salary sacrifice to super	Yes/No		Yes/No	
Motor vehicles	Yes/No		Yes/No	
Bonus	Yes/No		Yes/No	
Other (e.g. Shares)	Yes/No		Yes/No	
Other	Yes/No		Yes/No	

Planned Expenditure

E.g. Holiday, new car, renovations, saving for children's education.

Description	Estimate Amount	Estimated Date

What you own

Personal Assets

Description	Owner	Market Value
Principal residence (home)		
Household contents		
Car 1		
Car 2		
Other (Boat, caravan, antiques, etc.)		

Investments – Cash / Term Deposits / Managed Funds / Superannuation

Description	Bank / Institution	Owner	Current Value

Investment Property

Description	Date acquired	Owner	Original purchase price	Market Value	Annual Rent (Gross)	Annual Expenses

Self-Managed Superannuation Fund

Name	
Trustees	
Date of Trust Deed	
Members	
TFN and ABN	

Termination Payments

	You	Your Partner
Are you leaving your current employer soon?	Yes / No	Yes / No
Will you receive a redundancy payment or termination payment?	Yes / No	Yes / No
Unused annual leave amount		
Unused long service leave amount		
Unused sick leave amount		
Tax free amount		
Employment termination payment		
Please provide copies of the following documents (if applicable)	★ Exit quote from your employer super fund ★ Details of payments you will receive from employer	
Have you cashed out any super in the past?	Yes / No	Yes / No
If yes, when?		

What you owe

E.g. Personal loans, HECS, loans to family members, business loans.

Description	Lender	Owner	Amount owing	Interest rate	P&I or Interest?	Payment amount	Frequency (monthly)

Notes

Wealth Protection

Personal Insurances

Please provide us with details of your Life, Total and Permanent Disability, Trauma, Income Protection and private health cover.

Insurance Company	Type of Policy	Policy Number	Owner	Sum Insured	Beneficiary	Annual Premium

Income capital requirements

	You	Your partner
What amount of after tax income do you currently need (excluding any loan repayments)?	\$	\$
What amount of after tax income do you want in retirement?	\$	\$

Attitude to Insurance

	You	Your Partner
Is your family able to live without financial burden in the event that you or your partner should die or be incapacitated?	Yes / No	Yes / No
Would your partner continue to work? If so, in what capacity (full-time, part-time, how many days per week)		
Would you want all your debts to be paid?	Yes / No	Yes / No
Do you have an alternative source of income in the event of serious illness or disability?	Yes / No	Yes / No
Would you want to cover medical emergency, legal and funeral expenses? If so, how much?	\$	\$

How much income would you need to meet ongoing living costs assuming all debts have been repaid? For how long?	\$	\$
Would your partner require assistance with care of your children or with domestic help (day-care etc.)? If so, how much would you like to allow for this?	\$	\$
Would you want to provide for the education costs of your children? If so, how much and for how long?	\$	\$
Are you prepared to sell your assets (excluding your family home and contents) into an income stream to meet the ongoing living costs of your family?	Yes / No	Yes / No
How long could you continue to live without earning an income (taking into consideration savings, accrued leave etc.)?		

How would you rate your health?	Good / Fair / Poor	Good / Fair / Poor
Are you a smoker?	Yes / No	Yes / No
Do you have private health insurance?	Yes / No	Yes / No
Are you involved in hazardous activities? (skydiving, rock-climbing, BASE jumping, scuba diving, non-amateur sport etc.) If yes, please provide details	Yes / No	Yes / No
What is your current height & weight?		
Are you currently taking any medication?		

Have you ever been declined insurance or are you aware of any health issues that might affect current or future financial advice or insurance considerations?

You	Yes / No	Details
Your Partner	Yes / No	Details

Is there a history of any particular illness in your family such as diabetes, cancer, heart conditions or genetic disorders?

You	Yes / No	Details
Your Partner	Yes / No	Details

Notes

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Estate Planning

	You	Your Partner
Do you have a current Will?	Yes / No	Yes / No
Does your will reflect your current wishes?	Yes / No	Yes / No
When was it last reviewed?		
Have your circumstances changed since it was last reviewed?	Yes / No	Yes / No
Where is your will located?		
Do you have a Power of Attorney (POA)?	Yes / No	Yes / No
Name of your Power of Attorney?		
Type of Power of Attorney? (General, Enduring medical, Cascading etc.)		
Do you have a testamentary trust?	Yes /No	Yes / No
Do you have a binding nomination in place for super?	Yes /No	Yes / No
Date this nomination was last reviewed?		
Binding nomination details		

Are there any special estate planning issues or requirements such as special bequests, testamentary trusts or substantial inheritances that your financial adviser should be aware of? If yes, please detail;

Other Entities

Are you involved in any family company, trust, private business, etc.? Please provide details of the name of the entity, directors, shareholders and trustees.

Expenses

Expenses	Weekly	Monthly	Quarterly	Yearly
Food				
Entertainment				
Papers / Magazines				
Childcare				
Child Maintenance				
Education expenses				
Dry Cleaning				
Alcohol				
Cigarettes				
Personal Needs				
Tools / Books / Hobbies				
Furnishings				
Rates				
Electricity				
Telephone / Internet				
Gas				
Union Fees				
Holidays				
Clothing				
Presents				
Donations				
Registrations				
Insurances				
Motor vehicle expenses (fuel etc,)				
House Repairs				
Medical / Dental				
Rent				
Home Loan				
Investment Loan				
Credit Cards				
Total expenses	X52	X12	X4	X1
Total per annum				

Risk Profile Discussion

Understanding Risk and Return

Most people understand that to achieve higher returns they need to take on higher levels of risk. They also understand that an 'Aggressive' portfolio has a higher level of risk than a 'Conservative' portfolio. What is less clear is the difference in returns and risks to the different portfolios.

This information sheet provides historical returns for different benchmark portfolios over the last 10 years. It has two important aims:

- Assist you in understanding the risk/return trade-off across different portfolios. For example, how much higher are the returns and risks for a portfolio with a greater exposure to growth assets.
- Assist you in understanding the level of risk in each portfolio and the potential size of annual gains and losses.

In using the information sheet you should recognise that it is simply based on historical performance and that future performance may be different. Unfortunately there are no guarantees with future performance and what you experience may be significantly different to what's shown on the table below. For example, the lowest annual return is the lowest return in the last 10 years and it is possible that a lower return could occur in the next 10 years. The below information is provided by Lonsec, whom are a research house that produce reports on market performance.

Worst, Best and Average 12-month return based on a 10-year rolling performance:

	Secure 100% Defensive	Defensive 80% Defensive 20% Growth	Conservative 60% Defensive 40% Growth	Balanced 40% Defensive 60% Growth	Growth 20% Defensive 80% Growth	High Growth 100% Growth
Worst annual return	1.8%	-1.0%	-9.1%	-17.9%	-26.3%	-33.7%
Best annual return	7.8%	9.8%	13.9%	19.3%	24.6%	30.3%
Average annual return	4.1%	5.6%	5.8%	5.9%	5.9%	5.9%

Figures as at June quarter 2017

Worst, Best and Average 3-year return based on a 10-year rolling performance:

	Secure 100% Defensive	Defensive 80% Defensive 20% Growth	Conservative 60% Defensive 40% Growth	Balanced 40% Defensive 60% Growth	Growth 20% Defensive 80% Growth	High Growth 100% Growth
Worst annual return	2.2%	3.1%	-0.2%	-3.6%	-6.8%	-9.9%
Best annual return	6.8%	8.3%	11.7%	14.6%	17.7%	21.0%
Average annual return	4.5%	5.9%	6.2%	6.4%	6.3%	6.2%

Figures as at June quarter 2017

- These returns are before fees, taxes and transaction costs. These will depend on the actual investments used and your personal circumstances.
- These returns are based on index returns for each asset class. Index returns are a good approximation of actual returns; however, the actual returns will depend on the actual investments used.

Asset Allocation

The asset allocations for each benchmark portfolio determined are based on a standard risk–return basis as per Lonsec Research, they will vary over time depending on market sentiment for each asset class and future returns possibility. You may have your own views or have your own preferences on how to invest your funds. For this reason, we also provide the indicative asset allocations for each portfolio.

	Secure Secure 100% Defensive	Defensive 80% Defensive 20% Growth	Conservative 60% Defensive 40% Growth	Balanced 40% Defensive 60% Growth	Growth 20% Defensive 80% Growth	High Growth 100% Growth
CASH:	100% [100%]	25% [15%-35%]	10% [0%-20%]	5% [0%-15%]	2% [0%-10%]	0% [0%]

BONDS:	0% [0%]	55% [45%-65%]	50% [40%-60%]	35% [25%-45%]	18% [12%-24%]	0% [0%]
Australian Fixed Interests	nil	22% [11%-33%]	21% [11%-31%]	15% [8%-22%]	8% [4%-12%]	nil
Global Fixed Interests	nil	19% [10%-28%]	18% [9%-27%]	12% [6%-18%]	6% [3%-9%]	nil
Diversified Income	nil	14% [7%-18%]	11% [6%-14%]	8% [4%-10%]	4% [1%-6%]	nil

EQUITIES:	0% [0%]	16% [11%-21%]	34% [24%-44%]	49% [39%-59%]	68% [58%-78%]	88% [78%-92%]
Australian Equities	nil	8% [6%-10%]	17% [12%-22%]	23% [16%-30%]	32% [22%-42%]	41% [31%-51%]
Global Equities (unhedged)	nil	8% [6%-10%]	17% [12%-22%]	24% [16%-32%]	30% [20%-40%]	38% [28%-48%]
Emerging Markets	nil	nil	nil	2% [0%-4%]	6% [4%-8%]	9% [6%-12%]

PROPERTY & INFRASTRUCTURE:	0% [0%]	4% [1%-7%]	6% [3%-9%]	11% [8%-14%]	12% [8%-16%]	12% [8%-16%]
Australian Listed Property	nil	2% [0%-5%]	3% [0%-6%]	3% [0%-6%]	4% [1%-7%]	4% [1%-7%]
Global Listed Property	nil	nil	nil	2% [0%-5%]	2% [0%-5%]	2% [0%-5%]
Direct Property	nil	2% [0%-5%]	3% [0%-5%]	3% [0%-5%]	3% [0%-5%]	3% [0%-5%]
Global Listed Infrastructure	nil	nil	nil	3% [0%-6%]	3% [0%-6%]	3% [0%-6%]

Investment Profile Form

The investment profile questionnaire is used to help gain an understanding of your previous investment experience and your attitude to risk. It is completed through discussion with you and with reference to “Understanding Risk and Return” section above.

There are no right or wrong answers – what is important is that we have a clear understanding of your investment experience and feelings towards risk so that we can make recommendations which are appropriate for you.

- Some people are comfortable investing solely in shares even though they understand the value of shares can rise and fall sharply in matter of days. During the GFC, Australian shares fell by over 50% in an 18 month period. Clients investing solely in shares are doing so on the basis that shares have historically provided the highest returns over the long term despite these periods of significant losses.
- Some people are not as comfortable with investing in shares. They prefer to invest in term deposits, safe in the knowledge that their savings’ capital value won't go backwards. In return for this security, they are prepared to accept that their returns will be less than those for share investments.
- Most people fall somewhere in between. They have some investments in the higher risk / higher return assets such as shares and property and some in the lower risks / lower return assets such as cash and fixed interest. The task for most investors and their financial adviser is finding the right balance.

INDICATIVE RISK PROFILE

Secure

Defensive

Conservative

Balanced

Growth

High Growth

Please indicate where each client falls on the line by marking with an X

1. Which of the following do you feel best describes your attitude toward investing?

Low risk taker not prepared to take on risk

Average risk taker and comfortable in taking a calculated risk with investments

High risk taker prepared to take on greater risks for greater returns

Client 1



Client 2



2. Which of the following statements best describes your experience and knowledge of investing?

I have taken very little interest in investing and know very little about the markets

I have some experience with investing and some understanding of the markets

I have taken an interest in my investments and have a good understanding of the markets

I have significant investment experience and have a strong understanding of the markets

Client 1



Client 2



3. Which of the following statements describes your feelings towards an investment?

I want my money to be totally secure at all times and I accept that lower returns come with more secure investments

I want my money to grow by more than the rate of inflation and will accept a small level of risk

I want my money to produce solid returns and I accept that requires a moderate level of risk with volatility and short term losses

I want my money to produce a higher return and I accept that it will involve higher levels of risk with volatility and medium term losses

Client 1



Client 2



4. If your savings went down in value by 25%, what do you expect you would do?

I would withdraw all my funds and move them back to term deposits

I would withdraw some of my funds and move them back to term deposits

I would discuss the investment with my financial adviser and ask for guidance

I would understand that investments can fluctuate and would do nothing

Client 1



Client 2



5. Using the Portfolio Information Sheet & your answers from the questions considered above, which Portfolio do you feel is most appropriate for you given your attitude to risk?

100% Defensive

80% Defensive
20% Growth

60% Defensive
40% Growth

40% Defensive
60% Growth

20% Defensive
80% Growth

100% Growth



- Defensive

- Growth

Client 2

6. Would you like to make any changes to the asset allocation of the suggested model portfolio? For example, reducing or increasing the allocation to any of the asset classes?

Our preferred asset allocation is;

[]	% Cash
[]	% Bonds
[]	% Property & Infrastructure
[]	% Equities
[]	% Other

Filenote – Risk Profiling Discussion (Adviser Use Only)

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Next Steps

Your attitude to risk is just one factor to consider in determining the financial strategies and products which are most appropriate for you. We will also consider other factors such as your investment time frame, whether you require income from your investments and how different investments fit with your tax planning.

Where you have clear financial goals, we may also complete projections using your selected portfolio to assess whether you will reach your goals. In some cases, you may need to take on greater risk to reach your financial goals. Alternatively, you may need to lower your goals to something more attainable.

At this stage, we simply want to make sure you understand the level of risk in the portfolio selected above and that you are comfortable with the level of risk for the portfolio.

By signing below you agree that you have read and understand the Risk Profile Discussion section, including the sub sections, Understanding Risk and Return, Asset Allocation and the Investment Profile Form questionnaire.

Name		
Signature		
Date		

Going forward, we will revisit your selected portfolio to ensure it continues to be appropriate for you. Where we recommend a significant change to your portfolio, we will ask you again to confirm that you are comfortable with the level of risk for the new portfolio.

Other advisers and entities

Description	Name	Address	Telephone / Email
Tax Accountant			
Legal Adviser			
Mortgage Broker			
May we contact your other Advisers to confirm details of your current situation?			Yes / No

Electronic Communication

It is a requirement that we provide you with disclosure documents, Statement of Advice (SoA), and Product Disclosure Statements (PDS) for each product and investment option that we recommend. We also provide you with research reports and investment reports where applicable, which provide you with information on each investment option recommended.

We encourage you to receive these documents via email or on a USB where appropriate, which may then be viewed on your home or work computer at any time. Paper copies of documents received via email or USB will be provided free of charge on request.

Tax File Number

Boston Reed Pty Ltd is permitted by taxation and superannuation law to collect your tax file number. Declining to quote your tax file number is not an offence, but if you do not supply us with your tax file numbers:

- Tax will be deducted from income earned on your investment (i.e. non-superannuation) account(s) at the highest marginal tax rate plus Medicare Levy;
- Tax may be deducted from any payment to you from your superannuation account(s) at the highest marginal tax rate plus Medicare Levy;
- We may also be required to remit the maximum surcharge on your superannuation contributions to the Australian Taxation Office.

We assure you this information is kept confidential and is held securely. We will not pass any of your details to another party without your express permission to do so unless required by law. We will take all reasonable steps to protect personal and sensitive information from misuse, loss and unauthorised access.

Client Acknowledgements

I/We acknowledge that I/We have:

- Understood the Privacy Statement at the beginning of this document and consent to the collection use and disclosure of my/our personal information in accordance with the procedures outlined in the Privacy Policy.
- Received a Financial Services Guide (FSG) version no. ____.
- Agreed to the collection and retention of the following Tax File Numbers (TFNs) by our Financial Adviser and Boston Reed Pty Ltd;

Name: TFN.....

Name: TFN.....

I/We authorise us to send these documents via your nominated email address or on USB either in person or sent to your nominated postal address, receive recommendations and instructions, and confirm your authority to proceed via your nominated email address.

I/We have willingly provided the information contained in this Client Profile which accurately reflects my/our relevant personal circumstances and give consent to its use in the preparation of my Statement of Advice.

I/We request a Statement of Advice to be constructed based on the information disclosed by us in this detailed financial review.

I/We agree to the cost of \$_____ for the preparation of advice and understand that this is payable on presentation of the Statement of Advice.

Name		
Signature		
Date		

Adviser Declaration

I have discussed with the client(s) the importance of obtaining personal and financial details in order to provide recommendations that are appropriate to their needs and circumstances.

Where the client(s) have not provided all of the details, I have warned them of the consequences that the recommendations that I provide may not be appropriate to their needs and circumstances.

Adviser Name	
Adviser Signature	
Dated	

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Third Party Authority

I/we request that all relevant information on my/our investments, insurances, superannuation, bank accounts or other financial information be released to Authorised Representatives and staff of Boston Reed Pty Ltd AFSL 225738 upon request.

Please accept this facsimile copy/photocopy as authority, as the original will stay on file at the address shown below.

Adviser Details	
Name	
Authorised Rep. no.	
Address	
Telephone	
Email	
Licensee	Boston Reed Pty Ltd AFSL 225738
Support Staff	

Client Details		
Name		
Date of Birth		
Current Address		
Previous Address		
Product Name		
Member no.		
Signature		
Dated		

